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KREBS' SHORTHAND SYSTEM

by

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PREFACE

The revision of the Shorthand System, published by the National Institute for the Blind, London, has been undertaken to satisfy the demand of American stenographers and potential stenographers, so that an adequate system with American business terminology and based on the contractions used in Grades Two and Three might be realized. It is obviously advantageous to conform as closely as possible to the systems already learned and thus the revised form adheres strictly to the Braille systems.

The desirability of categorizing contractions in order to facilitate mastering of the material must be considered a factor of vital importance in the simplification of Braille shorthand. The majority of words peculiar to shorthand, therefore, are placed, when feasible, with letters or signs which suggest the initial letter or prefix. Where possible, it seemed also advisable to utilize the symbols for words used in the present shorthand system of the National Institute for the Blind. The greater portion of the system has been retained so that it may aid in standardizing shorthand for English speaking people.

INTRODUCTION

In attempting to memorize the shorthand system, the student should utilize his knowledge of Grades Two and Three. Suffixes, such as tion, sion, ound, ance, ence, etc. are changed to one-cell signs. However, all two-cell alphabet contractions are retained in the original Grade Two form; i.e. 456c-cannot, 5h-here, etc.

Grade Three contractions are generally retained except where phonetic qualities make another sign preferable; i. e. c-sea, y-why, br-right, write, etc. All characters preceded by dot 4 are eliminated and the words are placed with the initial letter. Dots 46 precede all dot combinations so that no more than one new contraction will be represented by any given sign. All Grade Two contractions are made to represent the original meaning in addition to a new word.

If a word in either Grade Two or Three is not desirable for shorthand use, its sign is retained to represent another word. No word in Grade Two or Three, if it appears in the shorthand system, is separated from its standard sign, unless euphony demands that the change be made.

PART I

VOWELS AND DOUBLE CONSONANTS

Lesson 1

Many expert stenographers of the Pitman Shorthand System omit all vowels to increase and facilitate the speed of notating. The revised shorthand system follows this example by immediately disposing of all vowels except when they may be included in a contraction or when a diphthong occurs.

The following rules on the elimination of vowels and double consonants are designed so that the stenographer will have a minimum of difficulty in writing and rereading shorthand notes.

Rule I - All single vowels must be omitted unless they begin a word.

Example - He has always discussed any important subject.

To be written - h hs alwys dscsd any imprnt sbjct.

Rule II - When a diphthong occurs, only the first vowel is retained, except, when it may be included in a one-cell contraction.

Example - Our appeal for trained workmen has brought many applicants to our oil fields.

To be written - (ou)r app(ea)l fr traned wrkmn hs br(ou)ght mny applnts t (ou)r ol filds.

Rule III - All alphabet and other one-cell contractions in Grade One and a Half and Two must be used whenever possible. Include a single vowel or the second vowel of a diphthong in a one-cell contraction wherever the combination can be made. The one-cell contractions which may be used are as follows:

| | | | | | |
|------|----|-----|-----|------|-----|
| and | ch | ed | ea | en | was |
| for | gh | er | be | to | by |
| of | sh | ou | con | were | |
| the | th | ow | dis | his | |
| with | wh | st | | in | |
| | | ar | | | |
| | | ing | | | |

Example - The entertainment season will be over very soon.

To be written - (the) (en) t(er)ta(in)m(en)t s(ea)sn (will) (be) ov(er) (very) son.

Rule IV - When two similar consonants appear such as dd, bb, rr, ss, tt, etc. Only one of the duplicated letters is retained to represent both.

Example - He passed the appointed spot before the carriage appeared.

To be written - h ps(ed) (the) apo(in)t(ed) spt (be)(for) (the) c(ar)ig.ap(ea)r(ed).

Rule V - Dot 2 is used as a general punctuation sign, and the double ar sign is used to indicate the separation of paragraphs.

Example - This room is directly above the other, and resembles it in size, shape and fixtures: I have measured both rooms and I know.

It is a large room, as I have stated, the exact duplicate of the sitting room.

To be written - (this) rom is drctly abv (the) o(th)(er) (dot 2) (and) rsmbls (it) (in) sz (dot 2) (sh)p (dot 2) (and) fxtrs (dot 2)i(have) m(ea)sr(ed) b(th) roms (and) i kn(ow) (dot 2) (double ar sign) (it) is a l(ar)g rom (dot 2) (as) i (have) (st)t(ed) (dot 2) (the) exct dplct (of) (the) st(ing) rom (dot 2)

Rule VI - In writing salutations and complimentary closings, only the initial letters of each word of the phrase is used, without spaces between.

Example - My dear sir Very truly yours

To be written - mds vty

Exercise 1:

Write the following letter and apply the principles of the foregoing rules. Compare your transcription with the correct version which follows immediately.

My dear Professor Ritchie,

My son John's report for the term just closed is far from satisfactory. While I do not expect perfection from him, I think-in fact, I know-he is capable of better work than is shown by his present rating.

I observe that he did not pass in mathematics, a subject in which he was always first in elementary school. My first thought was that possibly he was not physically well, but his activity in athletics would seem to refute this. This leads me to another thought-perhaps he is giving too much time and interest to athletics. What is your opinion and what course would you recommend?

Would it be possible by coaching to have him make up the required averages?

As I am leaving New York in two weeks for an extended trip, I would like to take some steps toward improving his scholarship status. Will you let me hear from you as soon as possible?

Very truly yours,

Correct Transcription

md pr(~~of~~)sr rit(ch)ie (dot 2) (double ar sign) my sn jhns rprrt (for) (the) t(er)m (just) cls(ed) is f(er) (from) stsfctry (dot 2) (wh)l i (do) (not) expct p(er)fc(in) (from) hm (dot 2) i (th)(in)k (dot 2) (in) fct (dot 2) i kn(ow) (dot 2) h is cpbl (of) bt(er) wrk (th)n is (sh)(ow)n (by) (his) prs(en)t rt(ing) (dot 2) (double ar sign) i obs(er)v (that) h dd (not) ps (in) m(the)mtcs (dot 2) a sbjct (in) (which) h (was) alwys fr(st) (in) (the) elm(en)t(ary) s(ch)ol (dot 2) my fr(st) (th)(ou)(gh)t (was) (that) pssbly h (was) (not) physcly wl (dot 2) (but) (his) actvty (in) a(th)ltcs w(ou)ld sem (to) rft (this) (dot 2) (this) l(ea)ds m (to) an(the)r (th)(ou)(gh)t (dot 2) p(er)hps h is gv(ing) to m(ch) tm (and) (in)t(er)(st) (to) a(th)ltcs (dot 2) (wh)t is y(ou)r op(in)in (and) (wh)t c(ou)rs w(ou)ld (you) rcm(en)d (dot 2) (double ar sign) w(ou)ld (it) (be) psbl (by) co(ch)(ing) (to) (have) hm mk up (the) rqr(ed) av(erg) (dot 2) (double ar sign) (as) i am l(ea)v(ing) nw yrk (in) tw weks (for) an ext(en)d(ed) trp (dot 2) i w(ou)ld (like) (to) tk sm (st)ps t(ow)(ar)d imprv(ing) (his) s(ch)l(ar)(sh)p stts (dot 2) (will) (you) lt m h(ea)r (from) (you) (as) son (as) psbl (dot 2) (double ar sign) vty (dot 2)

Exercise 2:

Recopy the following letter in correct shorthand.

Dear Madam:

Do you ever have arguments over bills that you have paid in cash? Do you always remember to get a receipt? Do you find it a nuisance to carry cash? Do you know that it is dangerous to keep much cash in the house?

There can be no dispute about an account if you pay it with a bank check. Your cancelled check is a perfect receipt. More than that, your bank book shows you when, how much and to whom you have paid money. It is not only the easy way of paying bills, but the safe way. You escape all the danger of carrying or having in the house more than mere pocket money. You will find, by opening a checking account with us, not only the advantages of paying by check but you will also discover many conveniences and services which we are able to offer to you without any charge whatsoever.

I hope that you will call and let us explain our services. I enclose a folder telling you more about the bank than I have been able to tell in this letter.

Very truly yours,

Lesson 2

Rule VII - The following Grade Two contractions are retained in their original form and with their original meaning:

| | | | | | | | |
|--------|------|--------|--------|-------|-------|-----------|-------|
| cannot | here | mother | right | under | world | their | where |
| day | had | many | some | upon | young | child | whose |
| ever | know | name | spirit | work | there | character | ought |
| father | lord | one | time | word | these | through | |
| | | part | | | | those | |

The final two-cell contractions of Grade Two are not to be used since they are replaced in shorthand by one-cell endings.

Exercise 3:

Write the following letters utilizing the above Grade Two contractions and the rules of Lesson 1.

Dear Mr. Edwards:

At luncheon last Wednesday you mentioned that you were in need of another advertising writer. If this position is still open, I should like to recommend Mr. Bruce Walker.

When I first met Mr. Walker he was with Bellamy, Sears and Co., Boston, and was doing most of their newspaper advertising. His work was so good that I offered him a position as advertising writer with us. He accepted, with the approval of Bellamy, Sears & Co. and has been with me for the last three years. He has written for us some of the best drawing copy that we ever used, and his work has been satisfactory in every way. He is original and modern in his advertising ideas, and knows how to express them forcefully but without exaggeration. His English is perfect.

I shall greatly regret losing Mr. Walker, but I cannot advance him above his present position, and I agree with him that he is equal to a bigger position than he has here. I hope you can give him the opportunity he seeks. If you will see him personally, you will oblige both him and me.

Very sincerely yours,

Exercise 4:

Write the following letter according to directions given above.

My dear Sir:

I am constantly having inquiries from people who want to buy property in your immediate vicinity, and I am writing to learn whether you would give me the opportunity to dispose of your property for you, if I can obtain an entirely satisfactory price. If you will name the price and the terms at which you would sell, I should be glad to put the property on my list and I believe I can make a sale.



It would be helpful if I got a good description of your property and also one or two good photographs. Of course if you list the property with me that will not bar you from listing it with any other broker, unless you might care to put it exclusively in my hands for disposal. My commission is standard, the same as charged by other brokers in this vicinity, and I know from experience that I can give you satisfactory service.

Very truly yours,

PART II

PART-WORD SIGNS

Lesson 3

Part-word signs may be used in one or more positions as initial, medial or final signs. To avoid confusion in rereading shorthand notes it is imperative that they are used only in their designated positions.

Learn the following contractions and apply them to the rules below.

| <u>dots</u> | <u>Initial</u> | <u>Medial</u> | <u>Final</u> |
|-------------|----------------|---------------|--------------------------|
| 4 | fr | . . . | ny |
| 4,5 | . . . | . . . | ly |
| 4,5,6 | . . . | ful | ful |
| 5 | . . . | rt | rt, ry |
| 4,6 | . . . | less, ness | less, ness |
| 5,6 | sl | . . . | ty |
| 6 | tr | tr, ter, tor | ter, tor, ture, sure |
| 2 | fl | ea | General punctuation mark |
| 3 | at | ld | ld |
| 2,3 | br | br, ber, bor | ber, bor, bour |
| 2,5 | com, con | ct | ct, |
| 3,6 | pr | pt | pt |

Rule VIII - The initial or final signs may be preceded and followed by a syllable which is fully expressed in one cell.

Example - We recommend that you make a new contract with the actors in your play.

To be written - w r(com)m(en)d (that) (you) mk a nw (con)(tr)(ct) (with) (the) ac(tor)s (in) y(ou)r ply (dot 2)

Exercise 5:

Transcribe the following letter and compare with the correct copy below.

Dear Sirs:

This company has frequently foiled the attempts of its competitors to start labor trouble on its property. The directors have appealed to the courts to restrain those companies from providing aid to a tiny group of trouble makers whose opinions do not represent the attitude of the greater number of the laborers, who work in utter contentment in our shops. Slackers and communists shall not be successful here if they try to interfere with the peacefulness of factory operations.

If the courts of this city do not continue to act favorably in our behalf, the directors will transfer the business to another state where restless and misled workmen will not profit by a friendly labor commission. If the company is forced to this extreme, the community will soon repent of its error, since the workmen will tax an already overcrowded breadline. This should not be interpreted as a warning or a threat, but you must realize that the directors feel very strongly on this matter.

Very sincerely yours,

Correct Transcription

ds (dot 2) (double gr sign) (this) (com)p(ny) hs (fr)qu(en)t(ly) fol(ed) (the) (at)-tm(p)ts (of) (it)s (com)pt(tor)s (to) (st)(nt) l(bor) (tr)(ou)bl on(it)s (pr)p(er)(ty)(dot 2) (the) drc(tor)s (have) ap(ea)l(ed) (to) (the) c(ou)rt(s) (to) r(st)ra(in) (those) (com)pnis (from) (pr)vd(ing) ad (to) a t(ny) gr(ou)p (of) (tr)(ou)bl mk(er)s (whose) op(in)ins(de) (not) r(pr)s(en)t (the) (at)ttd (of) (the) gr(ea)(ter) nm(ber) (of) (the) l(bor)(er)s (dot 2) (wh) (work) (in) u(ter) (con)(ten)tm(en)t (in) (ou)r (sh)ps (dot 2) (sl)ck(er)s (and) (com)n(st)s (shall) (not) (be) scs(ful) (here) if (the)y (tr)y (to) (in)(ter)f(er) (with) (the) p(ea)c(ful)(ness) (cf) f(ct)(ry) op(er)tins(dot 2) (double gr sign) if (the) c(ou)rt(s) (of) (thus) c(ty) (do) (not)

(con)tinu (to) a(ct) fvrb(ly) (in) (ou)r (be)hlf (the) drc(tor)s (will)
 (tr)nsf(er) (the) bs(ness) (to) an(the)r (st)t (where) r(st)less (and) msl(ed)
 (work)m(en) (will) (not) (pr)of(t by) a (fr)i(en)d(ly) l(bor) (com)msin (dot 2)
 if (the) (com)p(ny) is (for)c(ed) (to) (this) ex(tr)m (dot 2) (the) (com)m(ity)
 (will) son rp(en)t (of) (it)s(er)r (dot 2) s(in)c (the) (work)m(en) (will) tx an
 alr(ea)dy ov(er)cr(ow)d(ed) (br)(ea)dl(in) (dot 2) (this) (sh)(ou)(ld) (not) (be)
 (in)(ter)(pr)t(ed) (as) a w(ar)n(ing) or a (th)r(ea)t (dot 2) (but) (you) mst
 r(ea)lz (tht) (the) drc(tor)s fel (very) (st)rng(ly) on (this)m(ter) (dot 2)
 (double ar sign) vsy (dot 2)

Exercise 6:

Transcribe the following letter:

Gentlemen:

Our ship will reach port early in the afternoon and I will come to your office as soon as we dock. I have a number of new gadgets which you may find useful in carrying on the business of the firm. I have spent many sleepless nights worrying about means of instilling fresh vigor into your business and, as your sales manager, I recommend that you accept these articles for trial.

It is a pity that you were not with me to hear the praise of the products which your company produces.

Very sincerely yours,

Lesson 4

Rule IX - Duplicate vowels, silent letters and the combinations ei and ie may be disregarded if a suggestive outline remains. Such words as book, look, need, feed, calm, knives, receive, believe, etc. are written bk, lk, nd, fd, cm, nvs, rcv, blv, etc. Occasionally similar outlines will occur for two words. When they are part of a sentence, their meanings can be discovered from the text.

Rule X - When a silent letter occurs in combinations of two or more letters, the dominant sound represents them.

Example - gnaw, science, knock, pneumonia, calm, write,

To be written - nw, si(en)c, kn, nemni, cm, rt.

Learn the following contractions and apply them to the exercises below.

| <u>dots</u> | <u>Initial</u> | <u>Medial</u> | <u>Final</u> |
|-------------|----------------|---------------|--------------|
| 2,5,6 | des, dis | den, ten | den, ten |
| 2,6 | em, en | en | en |
| 2,3,5 | . . . | ft | ft |
| 2,3,5,6 | gr | gr, ger, gor | ger, gor |
| 2,3,6 | cr | . . . | fy |
| 3,5 | im, in | in | in |
| 3,5,6 | . . . | sion, tion | sion, tion |
| 1,2,4 | ph | ph | ph, self |
| 1,3 | . . . | ck | ck |
| 1,2,3,4,5 | qu | qu | fully |
| 2,4,5,6 | . . . | ward | ward |
| 1,3,4,6 | ex | ex | ies |
| 1,3,5,6 | as, es | ance, ence | ance, ence |

Exercise 7:

Transcribe the following letter and compare with the correct copy below:

Dear Sir:

The improvement in business conditions has just been felt by this company, and after so serious a slump, it is indeed gratifying to see clear waters ahead. We feel sure that this improvement has resulted largely from the constructive, far-seeing attitude of our government in taking up the slack of employment and providing industry with necessary financial aid. We can now look toward the future more hopefully and with greater confidence than has been possible for many a month. If conditions had continued along the downward path, this company would have foundered upon the rocks of financial stagnation and fascism would have swept our tottering democracy into anticuity. Therefore we offer our sincerest thanks to that government by whose efforts business and industry have rallied and have been started on the way to recovery.

Very truly yours,

Correct Transcription

ds (dot 2) (double ar sign) (the) (im)(pr)vm(en)t (in) bs(ness) (con)d(ition)s hs (just) be(en) fit (by) (this) (com)p(ny) (dot 2) (and) af(ter) (so) s(er)(ou)s a (sl)mp (dot 2) (it) is (in)de(ed) (gr)t(fy)(ing) (to) se cl(ea)r w(ter)s an(ea)d (dot 2) w fl sr (that) (this) (im)(pr)vm(en)t hs rslt(ed) l(ar)g(ly) (from) (the) (con)(st)r(ct)v (dot 2) f(er)se(ing) (at)t(d) (of) (the) gv(er)nm(en)t (in) tk(ing) up (the) (sl)(ck) (of) (eu)plym(en)t (and) (pr)vd(ing) (in)dst(ry) (with) (ncs(ry) f(in)(an)cil. ad (dot 2) w (can) n(ow) lk t(ward) (the) f(ture) (more) hp(fully) (and) (with) (gr)(es)(ter) (con)fd(ence) (th)n hs be(en) psbl (for) (many) a mn(th) (dot 2) if (con)d(ition)s (had) (con)t(inu(ed) aing (the) d(ow)n(ward) p(th) (this) (com)p(ny) w(ou)(ld) (have) f(ou)nd(er)(ed) (upon) (the) r(ck)s (of) f(in)ncil (st)gn(ation) (and) fscsm w(ou)(ld) (have) sw(pt) (ou)r t(ter) (ing) dmcrcy (in)(to) ant(qu)(ty) (dot 2) (there)(for) w (of)(er) (ou)r s(in)c(er)(st) (th) nks (to) (that) gv(er)nm(en)t (by) (whose) e(for)ts bs(ness) (and) (in)d(st)(ry) (have) rli(ed) (and) (have) be(en) (st)(rt)(ed) on (the) wy (to) rcv(ry) (dot 2) (double ar sign) vty(dot2)

Exercise 8:

Transcribe the following letter.

Dear Sir:

The dispute which recently occurred with our students has been considered by the Committee on Policies and they have reached the following conclusions. First, any student who enters extra-curricular activities does so on his own responsibility. Second, the applicants for football, baseball, hockey, or any othersport, must sign a release to the university in the event of any grave accident. And, finally, we will endeavor to prevent avoidable accidents from happening, in so far as is humanly possible, and will give necessary medical care whenever the student jeopardizes life or limb in carrying on our traditions.

This statement of policies should be a great comfort to those parents whose sons are now participating in university activities. These promises may sound small and of little account, but without question, this is far better than the conditions which faced our young men in years gone by.

The vigorous men of the past have gone forever and a new type of athlete has entered the field of sport. Brute force has been supplanted by headwork and this change has left its mark on the games themselves. The youthful, eager faces still glow with the glory of victory, or fall disconsolately at the hands of defeat.

Very sincerely,

Lesson 5

Shorthand is not only to be written quickly and accurately, but must be reread easily so that the transcribing speed is affected as slightly as possible. In essence, shorthand is an individual method of rapid writing for the use of the stenographer who is required to write or reread it. The shorthand system is the basis upon which the stenographer builds his individual system.

Rule XI - In many words, two possible contractions may be used. "Party" may be written either p(ar)(ty) or p(rt)y. When no space is saved, either way is acceptable, but the shorter form should be used when it conflicts with the longer.

Rule XII - Always drop the duplicate letter of a double consonant when the remaining outline is clear without it.

Example - It does not matter which is better.

To be written - (it) dos (not) m(ter) (which) is b(ter) (dot 2)

Learn the following contractions and apply them to the exercises below.

| <u>dots</u> | <u>Initial</u> | <u>Medial</u> | <u>Final</u> |
|--------------|--------------------------|-----------------|-----------------|
| 1,2,3,4,6 | and, end, ind, ond, und | nd | nd |
| 1,2,3,4,5,6, | for, form, fort | for, form, fort | for, form, fort |
| 1,2,3,5,6 | ant, ent, int, ont, unt, | nt, of | nt, of |
| | of | | |
| 2,3,4,6 | the, sm | the, sm | the, sm |
| 2,3,4,5,6 | with | ound, ount | ound, ount |
| 1,6 | ch | ch | ch, ally |
| 1,2,6 | sp | sp, gh | sp, gh |
| 1,4,6 | sh | sh | sh |
| 1,4,5,6 | th | th | th |
| 1,5,6 | wh | ment | ment |

| <u>dots</u> | <u>Initial</u> | <u>Medial</u> | <u>Final</u> |
|-------------|----------------|---------------|--------------|
| 1,2,4,6 | ad, ed | ad, ed | ad, ed |
| 1,2,4,5,6 | er, ir | er | er |
| 1,2,5,6 | ou, out | ou, out | ou, ous, out |
| 2,4,6 | ow | ow | ow |
| 3,4 | st, str | st, str | st, rst |
| 3,4,6 | un | ng | ng |
| 3,4,5,6 | bl, pl | bl, pl | bl, pl |
| 3,4,5 | ar | ar | ar |

Exercise 9:

Transcribe the following letter and compare with the correct copy below.

Dear Sir:

We want to acquire several large tracts of land near the property we now hold for the purpose of housing the whole of our assembling works in a new plant which we propose to erect. Perhaps you can tell us promptly if you hear of any land to be offered for sale, and thus give us an opportunity to make early enquiries.

We do not want to hurry you, but as there is every likelihood of our beginning work on the new plot next fall, any information you may obtain for us will help enormously.

Very truly yours,

Correct Transcription

ds (dot 2) (double ar sign) w w(nt) (to) ac(qu)r sv(er)l l(ar)g (tr)(ct)s (of) l(and) n(ea)r (the) (pr)p(er)(ty) w n(ow) h(ld) (for) (the) prps (of) h(ous)(ing) (the) (wh)l (of) (ou)r asm(bl)(ing) (work)s (in) a nw (pl)(nt) (which) w (pr)ps (to) (er)(ct) (dot 2) p(er)hps (you) (can) tl (us) (pr)m(pt)(ly) if (you) h(ea)r (of) a(ny) l(and) (to) (be) (of)(er)(ed) (for) sl (dot 2) (and) (th)s gv (us) an op(rt)n(ty) (to) mk e(ar)(ly) (en)(cu)r(ies) (dot 2) (double ar sign) w (do) (not) w(sh) (to) h(ry) (you) (dot 2) (but) (as) (there) is (every) lklhd (of) (be)g(in)-(ing) (work) on (the) nw (pl)t nxt fl (dot 2) a(ny) (in)(form)(tion) (you) my obta(in) (for) (us) (will) hlp (en)orm(ous)(ly) (dot 2) (double ar sign) vty (dot 2)

Exercise 10:

Transcribe the following letter:

Dear Sir: We should like to thank you for your assistance in putting our campaign over with a bang. The spirit and unsurpassed energy with which you entered into your work, brought an air of excitement and general interest to the first meeting of the directors - an annual event, which is, as you know, usually dull and lengthy. The directors have just voted you an increase and have appointed you Executive Director of our famous Garden City offices. May we extend our wholehearted congratulations, and may your new position advance you in your desire to get ahead.

Exercise 11:

Transcribe the following letter:

Dear Madeline: I was glad to see, in your note received on Friday, that you will be able to spend a fortnite with us, since we are all looking forward to having you visit us again. As I think I told you when last we met, our little village is situated among some of the most beautiful scenery of the middle west, far removed from the noises of town life. We have but one short street which you, accustomed to the city, would hardly call a street. It is made up mostly of a row of neat white houses with a little flower garden in front of each. There is only one store owned by an old lady, and it is so like the cottages next to it that you would be surprised, until you peered thru the window, to find what a wide assortment of goods she has. Without doubt, the greatest pride of the village is the gardens, and in the height of the summer, I do not think you could see a more pleasant sight.

little school building and the little old church are on the rise of ground at the end of the street.

You did not say on which train you intended to come, so would you be kind enough to send me definite word on this point and I shall arrange to meet you. You may rest assured that you will return better in health and cheered in spirit from a stay in this part of the country. I look forward to seeing you soon.

Cordially yours,

REVIEW

Exercise 12:

Write the following words in correct shorthand.

| | | | | |
|-------------|--------------|---------------|----------------|---------------|
| company | report | diary | sputter | fountain |
| import | bitter | quality | graduation | plants |
| competitor | fretful | maddening | account | irrepressible |
| reflect | conductor | sleeplessness | impression | unfriendly |
| symphony | practically | incurable | usually | creator |
| brutally | condensed | phrase | sarcasm | formation |
| tremble | spitefulness | laboratories | crawling | measure |
| confession | restlessness | ecstasies | rebound | effortless |
| compression | pity | slandorous | reference | comrade |
| harmony | describe | factory | appreciation | apartment |
| harbour | smock | surmounted | friendless | compact |
| vigorous | progression | extravagance | brutality | conspirators |
| reformation | unsuccessful | slept | watery | desolate |
| thirstiness | receipt | frontage | victoriously | identically |
| blunt | remittance | alimony | treasure | attentive |
| desperation | ironically | craftily | future | emergencies |
| commodity | pressure | cheerful | fluttered | shiftless |
| slippery | disgrace | sporting | attend | eagerly |
| placid | infantile | memory | attractiveness | meager |
| gracefully | compound | heartless | neighbor | increase |
| gratify | pleasant | reinforced | foreigners | |
| immovable | egoism | thirst | emphasize | |
| bondage | rationality | graph | knavery | |
| imposition | grasp | strangest | pneumatic | |
| repression | renowned | applicable | elephant | |
| wistfully | bounteous | arrogance | quickly | |
| matter | rodent | excellence | calmness | |
| soundless | discountable | wrong | awkward | |
| comfortable | strictly | science | knock | |
| uniformity | afterward | prevent | backward | |

PART III

WORD SIGNS

Lesson 6

Word signs are comprised of one or two cell characters which represent complete words. Any sign in this group may stand for one or more words which are either basically similar or so different in meaning that there can be no confusion between them when they appear in a sentence.

In formulating this system, caution has been taken to avoid disturbing the sign or meaning of a word from its position in the various grades of Braille. Hence, the signs of Grade One and a Half, Two and Three remain the same except when a word is discarded or when euphony demands that a change be made.

In the effort to facilitate accuracy and speed, each new sign beyond Grade Two generally has but one meaning. The Grade One and a Half and Two signs, however, have the original plus another meaning.

Words with a similar base are often grouped under the same contraction such as part, party, particular, etc. For a similar reason, contractions are placed so that the first letter or part-word sign suggests both the sign and the word. For instance, dot 5 t-h-e sign equals there and therefore; and 5-d equals day and display.

Rule XIII - Any word sign may be preceded by a complete one-cell syllable or followed by one or more letters or syllables.

Thus, 45b - benefit may take on (il) to make 45b(il) - beneficial; or c-course may be changed to 256c which is discourse.

Rule XIV - The spelling of words may be changed slightly to utilize a word sign. For example, 45c is clear; 45c56 equals clarity; 456h is happy; 456h(st) is happiest.

Learn the following word-signs and apply them to the exercises below.

a - am, an, again
5a - anticipate
45a - appear
456a - all, although
46a - absolute

b - but, better
5b - bring
45b - benefit
456b - brought
46b - business

c - can, see, sea, course, coarse, cause
5c - careful, circumstance
45c - clear, could
456c - cannot, consul, counsel, council
46c - collect

d - do, due, difficult
5d - day, display
45d - decrease
456d - deliver, delay
46d - decline

e - every, essential
5e - ever, establish
45e - event
456e - even, evening
46e - equal, evident, evidence

f - from, first, if
5f - father, farther
45f - favor
456f - follow, financial
46f - furnish

g - go, ago, good
5g - God, guard
45g - glad
456g - gentleman, gentlemen
46g - generous, generosity

h - have, help
5h - here, hear, happen
45h - hold
456h - had, happy
46h - hurry

i - eye, high, immediate, immediately
5i - import, important
45i - idea, ideal
456i - improve
46i - impossible

j - just, justice, join
5j - object
45j - judge, judgement
456j - subject
46j - reject

Exercise 13:

Transcribe the following letter.

Gentlemen:

We will be happy to consult with you on the immediate collection of bills due your concern for improvements and furnishings for our new branch. In these difficult times the decrease in business transactions has caused a delay in payments. However, we are glad to report that improved financial returns have hastened the time when we can make generous installments on our debts.

From the appearance of the business outlook, the following few months should increase our deliveries and essentially improve our intercourse with our consumers. If the benefits brought about by the feeling of new hope for the future continues, we judge that it will not be impossible for us to bring our accounts back to their former high level. Until then, we ask you to favor us with your consideration and help.

It is clear that we cannot be too careful to hold the confidence of our creditors in the event that something unforeseen should happen. We have subjected our business to a good clean-up to guard against high costs and we are glad to see that there is a much better showing this month. This important step toward the ideal of better business practises has brought us farther than we dared to anticipate, although we cannot be absolutely sure that this is the right course to take.

We hope that you will not object to the consultation with our counsellors.

Very truly yours,

Exercise 14:

Transcribe the following letter.

Dear Elaine,

I hope that you will not object too strongly if I decline your invitation to visit you this week-end. You see, it is essential that I join my partners on a business trip to establish friendly relations between our clients and ourselves. Of course you know that I will be very careful in the future not to take advantage of your generosity.

In a day or two we are putting on a display of our imported materials and I hope you can drop into town to see it. We have brought samples from all parts

the world since we intend to furnish visitors with the most stupendous show ever seen here. We feel absolutely sure that it will be a financial success as well as an educational contribution to the general public.

I am due back in New York in a fortnight. Then I will be able to do real justice to a bit of relaxation.

Do you know what my idea of a real vacation is? It is just to sit about in the sun and do absolutely nothing but improve my knowledge of nature. When I see the sun high in the western sky and the evening lights begin to creep over the far-off hills, then it is that I am glad to be alive. One can just feel the earth holding its breath, as the sunlight fades slowly, and the birds pause in their songs for a moment and then hurry off to their nests. Say, what is this? Whoever heard of a hardened business man like me becoming poetic.

Anyway you can get a slight idea of the enjoyment I anticipate when I leave this coarse world of business and go out to visit you.

By the way, are they still delivering rejection slips to you, or has someone accepted your impossible stuff? Well, give my regards to your good old father and tell him that his favorite will soon be following him around the garden.

Cordially yours,

Lesson 7

Learn the following word signs and apply them to the exercises below.

| | | | |
|------|-------------------------------|------|--|
| k | - knowledge, kind | p | - people, point, price |
| 5k | - know, correspond | 5p | - part, party, particular, participate |
| 45k | - keep | 45p | - please, pleasure |
| 456k | - known, knew, new, calculate | 456p | - principal, principle |
| 46k | - capital, capitol | 46p | - practice, practical |
| l | - like, letter | q | - quite, curious |
| 5l | - lord, laud, limit | 5q | - question |
| 45l | - least | 45q | - quantity |
| 456l | - learn | 456q | - quality |
| 46l | - liberal, liberty | 46q | - qualify, qualification |
| m | - more, may, merchandise | r | - rather, represent |
| 5m | - mother, manner, manage | 5r | - right, write, response, responsible |
| 45m | - measure | 45r | - receive, receipt |
| 456m | - many, material, | 456r | - regular, regulate |
| 46m | - manufacture | 46r | - resolution |
| n | - not, next | s | - so, same |
| 5n | - name, necessary | 5s | - some, sum, satisfy |
| 45n | - natural | 45s | - seldom |
| 456n | - never, nevertheless | 456s | - spirit, several |
| 46n | - negotiate | 46s | - signify, significance |
| o | - on, only, owe | t | - that, try, |
| 5o | - one, opportunity | 5t | - time, transfer |
| 45o | - other, otherwise | 45t | - telegram |
| 456o | - over, omit | 456t | - telephone |
| 46o | - oblige, obtain | 46t | - transport, transportation |

Exercise 15:

Transcribe the following letter.

Gentlemen:

In compliance with the telegram received from your company, we are taking this opportunity to begin negotiations to obtain your account. In this and in other correspondence to follow, we shall try to acquaint you with the quality and colors of the materials we manufacture. We shall take the liberty of omitting several items which are principally for the limited purchaser and not for the regular local clientele

During the next few months we are manufacturing natural and pastel shades in particularly substantial qualities. We were unable to have purple furnished in large enough lots to feature it with the other colors, but otherwise we can satisfy any regular demand by telegram, telephone or letter without delay. We have learned through experience that your buyers have a good knowledge of the quality of merchandise and we know that we can qualify with their demands.

It is only right that we try to point out any grounds of significance

for the better intercourse between our respective companies. We give a liberal discount to responsible concerns which purchase large quantities of goods and pay promptly. At the end of each month we obtain the figures from all receipts and calculate the discount and submit a bill for the sum remaining. Any party wishing to participate in these benefits must be in good standing.

If you could manage to keep a close watch over all the goods shipped to you to determine whether any damage occurred during their transfer, we would be greatly obliged. Although we take every measure of precaution to prevent anything from happening during the transportation of materials, nevertheless some mishap has been known to cause curious discolorations. We have questioned the railroads on this matter, but its representative has seldom offered a satisfactory explanation.

We will be pleased to comply with any request you may desire to place with us and we will transport the same with the least delay. We will also be glad to consider your capital investment in allowing credit and we should like to serve you in any practical matter.

Very truly yours,

Exercise 16:

Transcribe the following letter.

Gentlemen:

According to our records we are pleased to inform you that your company unquestionably qualifies for special rates on all manufactured goods during the next month. As you know, we measure all qualifications by the credit standing obtained from receipts for materials which have been satisfactorily adjusted by our agents. We are happy to take this opportunity to show by a practical application what benefits are derived through your generous purchases by offering you our merchandise at a better credit level.

You will be glad to learn that we are keeping the same stock on hand for the next season and that a few new designs will appear shortly in our catalogues. The new goods will not radically affect the sale of stock on hand even though the quality is slightly better. If you will try to negotiate for this fine cloth before the style becomes too popular we will be in a position to offer it at an exceptionally low price. We are not at liberty to sell unlimited quantities of the new goods, but we feel sure a responsible concern like yours would without question be able to obtain sufficient credit allowance to satisfy every request.

We will receive orders by telephone, telegraph, or letter and transport the goods immediately upon receipt of the request. You can expect a representative to call upon you in a few days to discuss particulars and prices.

We wish to say again that it has been a pleasure to carry on negotiations with you and we hope that this fine relationship may continue to exist far into the future.

Very truly yours,

Lesson 8

Learn the following word signs and apply them to the exercises below.

| | | | |
|------|--------------------------------|----------|-------------------------------|
| u | - us, use, up | z | - as, inasmuch as |
| 5u | - under, understand, undertake | 5z | - ascertain, certain |
| 45u | - upon, unanimous | 45z | - assist, assistance |
| 456u | - ultimate | 456z | - similar |
| 46u | - usual, usually | 46z | - associate, association |
| v | - very, vary, various | (and) | - and, hand |
| 5v | - variety | 5(and) | - appoint |
| 45v | - avoid | 45(and) | - appreciate |
| 456v | - value | 456(and) | - apply, application |
| 46v | - average | 46(and) | - standard |
| w | - will, willing | (for) | - for, form, fort, forget |
| 5w | - work, wait, weight | 5(for) | - foreign |
| 45w | - word, would, wood | 45(for) | - fortune, fortunate |
| 456w | - world, worse | 456(for) | - forfeit |
| 46w | - wrong | 46(for) | - forthcoming |
| x | - it, accept, except | (of) | - of, off, offer |
| 5x | - extra, experience | 5(of) | - after, afternoon, afterward |
| 45x | - extreme, examine | 45(of) | - office, officer |
| 456x | - example, excellent | 456(of) | - official |
| 46x | - expect, expense | 46(of) | - offend, offense |

| | | | |
|------|------------------------------|----------|-------------------|
| y | you, yet, why | (the) | - the, then, they |
| 5y | young, yesterday | 5(the) | there, therefore |
| 45y | year | 45(the) | these, theatre |
| 456y | - your, yourself, yourselves | 456(the) | - their, theory |
| 46y | - yield | 46(the) | them, themselves |

Exercise 17:

Transcribe the following letter.

Dear Sir:

We have great confidence in your experience and we want to appoint you as foreign officer of our association. Yesterday we accepted the application of an excellent young man who will undertake to help you. He will be in the office this afternoon and we would like you to examine him yourself, and ascertain whether he will be of assistance. His theories and standards are similar to yours, and therefore he should be invaluable.

If you avoid expense, as we expect, we may look forward to an excellent yield for the coming year. We appreciate our good fortune in not having to withdraw from our foreign office. Our officials will be glad to suggest any ideas that will help you. Our ultimate success will be founded upon them. Under their hands the value of our product will become known. Therefore we urge you to use more than the usual sales methods.

If you can arrange to, may I ask you to join me and a few friends at a theatre party after our meeting? I feel that in their general conversation they may be able to give you extra information on our business which will be extremely valuable to you. The connections which you may make will be a fort to you in the future, for upon them you may form many more contacts.

The play has received the unanimous approval of the critics. However, you will not offend if you cannot accept.

Very sincerely yours,

Exercise 18:

Transcribe the following letter.

Dear Senator:

Upon the request of the light and power company of this city, we would like to offer you a guarantee of our support in the forthcoming elections. We are appreciative of the forward looking attitudes which you have taken in foreign affairs and in a variety of labor legislation to benefit the average working man. The application of your theories has been of extreme value to them and therefore we think this an excellent opportunity to show our unanimous approval by assisting you in retaining your seat.

Yesterday afternoon at our usual monthly meeting, we appointed certain officers to examine ways and means of furthering your campaign. We feel that we might not be wrong in suggesting that you arrange a conference with them inasmuch as we do not wish to take the chance of offending any of your supporters. We have brought up many suggestions which we believe are constructive and we will be glad to change or withdraw any of them at your request. We will, therefore, await word from you as to arrangements for a consultation in the very near future.

Very sincerely yours,

Lesson 9

Learn the following word signs and apply them to the exercises below.

| | | | |
|-----------|-----------------------------|---------|--------------------------------|
| (with) | - with, width, withdraw | (th) | - this, than, thank |
| 5(with) | - construct | 5(th) | - through, thorough |
| 45(with) | - contribute | 45(th) | - those, think |
| 456(with) | - connect | 456(th) | - though |
| 46(with) | confide, confidence | 46(th) | - author, authorize, authority |
| (ch) | - child, each, much, change | (wh) | - which, who, whom |
| 5(ch) | - character, cheap | 5(wh) | - where, wherever |
| 45(ch) | - chief | 45(wh) | - whose, wonder |
| 456(ch) | - charge | 456(wh) | - hole, whole, wholesale |
| 46(ch) | - charity | 46(wh) | - witness |

(gh) - speed
 5(gh) - special, especial
 45(gh) - specify, specification
 456(gh) - splendid
 46(gh) - sponsor

(sh) - shall, such, sure
 5(sh) - short, shortage
 45(sh) - share, should
 456(sh) - ship, shipment
 46(sh) - sufficient

(ou) - out, outside
 5(ou) - ought, thought
 45(ou) - ounce
 456(ou) - hour, our, ourselves
 46(ou) - announce, announcement

(ed) - what, when, add, addition, /
 5(ed) - educate, education
 45(ed) - weather, whether
 456(ed) - address
 46(ed) - advantage

(er) - her, herself, early
 5(er) - refer, reference
 45(er) - retail, return
 456(er) - reply, result
 46(er) - refuse

(ow) - now, own, remind
 5(ow) - reality, realize
 45(ow) - how, however, reason
 456(ow) - allow, ready, already
 46(ow) - remunerate, remuneration,
 remit, remittance

Exercise 19:

Transcribe the following letter.

Dear Sir:

We wish to announce that several men will sponsor a child each year and educate him. Since many would like to take advantage of this offer and we can add only a few to the list we already have, we thought we ought to specify the type of child with whom they, and we ourselves, are willing to work. Chiefly, he must have a special reference of a splendid character given by an authorized character witness. The witness must come from outside the child's family and must realize that he may be asked for additional information concerning the child whenever we may need it.

We wish to remind you that in giving a child a thorough education, these men are not doing charity. They shall have to wait many years, but they expect that whoever they help should later remunerate them with all the speed they can. This will be sufficient thanks.

Very truly yours,

Exercise 20:

Transcribe the following letter.

Dear Sir:

If the weather at sea is favorable, our ship, the "Half Moon" will dock early tomorrow. She is carrying a shipment of rare woods from the far corners of the world. There has been a shortage of such woods, and we are sure that you will be much interested in the result of our agent's search. Due to conditions he was able to buy cheaply wherever he went, and we would like you to be the first to benefit by our good fortune. You could not go wrong in buying the whole lot. We will, however, send you wholesale and retail prices by return mail.

Very truly yours,

Lesson 10

Learn the following word signs and apply them to the exercises below.

(ea) - ...
 5(ea) - alone
 45(ea) - another
 456(ea) - along
 46(ea) - answer

(be) - be, below
 5(be) - between
 45(be) - belief, believe
 456(be) - belong
 46(be) - begin, beginning

(con) - consequence
 5(con) - condition
 45(con) - consider
 456(con) - continue
 46(con) - contain

(to) (close up) - to, too, two
 (to) (separated) - been, few
 5(to) - further
 45(to) - affect, effect, effected
 456(to) - efficient
 46(to) - finish

(were) - were, worth, worthy
 5(were) - suggest, suggestion
 45(were) - great
 456(were) - given, gave
 46(were) - general, generally

(his) - his, is
 5(his) - house
 45(his) - hesitate
 456(his) - hitherto
 honest, honesty

| | | | |
|----------|---------------------|---------|----------------------|
| (dis) | - differ, different | (in) | - in, inside, him |
| | difference | 5(in) | - instant, instantly |
| 5(dis) | - describe | 45(in) | - instead, instruct |
| 45(dis) | - definite | 456(in) | - interest |
| 456(dis) | - distinguish | 46(in) | - incline |
| 46(dis) | - distinct | | |
| (en) | - enough, any | (by) | - by, buy (close up) |
| 5(en) | - entertain | (by) | - was (separated) |
| 45(en) | - endeavor | 5(by) | - warrant |
| 456(en) | - enclose | 45(by) | - woman, women |
| 46(en) | - employ, employer | 456(by) | - wrote, written |
| | employment | 46(by) | - wisdom |

Exercise 21:

Transcribe the following letter.

Dear Sir,

Joan X has been in my employ for two years. I can in all honesty describe her to you as most efficient and trustworthy. If general conditions were different I would endeavor to continue in my business and would entertain no thought of letting a woman of such honor and wisdom go. I do not hesitate to say to her future employer that he place in her the trust of which I consider her to be distinctly worthy. I do not believe that I have given her too high a rating. I have written this because I take a definite interest in Miss X's future, for I believe that I gave her effective enough training at the beginning of her work with me to enable her to distinguish herself inside of a few years if she's given a chance.

I enclose some advertising copy she wrote for me. She wrote it without being instructed and I am inclined to believe that it contains some most effective ideas. I asked her to begin to plan a campaign and I feel that it would be worth while letting her try to finish her work with you. I have never seen another person able to do so much work alone, and if you allow some one else, also capable, to work along with her and put her plans into effect, I am sure that you'd find the results most encouraging. She was anxious to do that kind of work instead of just the secretarial work that has heretofore been the answer to her financial problem.

Very truly yours,

Exercise 22:

Transcribe the following letter.

Dear Sir,

We have authorized our New York stores to open two additional departments to fill the special needs of small wage earners. The character of the goods to be sold over these counters will not be cheap, and sufficient care will be taken to assure that the purchasers will receive real value for their money.

We are to announce the opening of a children's department very shortly and we believe that the public will soon realize its value. The chief items to be sold will be clothing, toys and children's books.

The other departments will include all types of articles sold at bargain prices. We plan to order large shipments of goods from our mills and sell them at a price slightly above the wholesale level. Of course in sponsoring this idea we do not pretend that we will be giving charity. We are planning to charge as little as possible, hoping that the greater overturn of business will stimulate new customers to take advantage of our more expensive offerings.

Many have advised us to wait for the Fall season before opening these new enterprises, but we think it advisable to speed up our plans so that our stores may be more adequately prepared for the expected throngs, which will crowd our bargain department during the holiday period. While things are still slow we plan to educate the public to the fact that they can receive their money's worth at our stores.

Very truly yours,

Lesson 11

Learn the following word signs and apply them to the exercise below.

| | | | |
|----------|--------------------------|----------|---------------|
| (st) | - still, saint, street, | (ble) | - number, |
| | send, sent | | numèrouss |
| 5(st) | - straight | 5(ble) | - possible |
| 45(st) | - strength, statistics | 45(ble) | - probable |
| 456(st) | - settle | 456(ble) | - nothing |
| 46(st) | - substance, substantial | 46(ble) | - ability |
| | substitute | | |
| (ing) | - or, ore, origin, | (ar) | - are, arrive |
| | original | | arrival |
| 5(ing) | - order | 5(ar) | - arrange, |
| 45(ing) | - ordinary | | arrangement |
| 456(ing) | - organize, organization | 45(ar) | - arrears |
| 46(ing) | - corporation | 456(ar) | - article |
| | | 46(ar) | - arbitrate |
| | | | arbitrary |
| (at) | - at | (com) | - come, |
| 5(at) | - attempt | | committee |
| 45(at) | - attract, attractive | 5(com) | - communicate |
| 456(at) | - attitude | | commodities |
| 46(at) | - attorney | 45(com) | - accompany |
| | | | company |
| | | 456(com) | - complain |
| | | | complete |
| | | 46(com) | - accomodate, |
| | | | accomodation |

Exercise 23:

Transcribe the following letter.

Dear Sir:

My manager has sent a complaint to the State Boxing Commission because of your arbitrary attitude in the match held last week. In making your arrangements you attempted to give an unfair and unnecessary advantage to my opponent which showed lack of sportsmanship and good will on your part. Therefore, I thought it advisable to instruct my manager to make sure that no such occurence could take place in the next fight and that a straight bout be guaranteed.

If the boxing commission does not act on this matter immediately, we intend communicating with our attorney and will bring legal action against you. I am not looking for trouble, but must be sure that there will be no favoritism shown at our next meeting. I hope we can arrive at a settlement and that in the future we may have an orderly and cordial business relationship.

Very truly yours,

Exercise 24:

Transcribe the following letter.

Dear sir,

As the attorney for this corporation, will you accomodate us by arranging for this new device which has just been completed. It is a substitute for the patent originally issued upon our order a number of months ago and we believe that we have arrived at the point where our article has more strength and attractiveness than any other of its type.

Under separate cover, we have sent statistics on changes that you might consider arbitrary, but which we have proven to be substantial. If possible, we wish you to attempt to secure this patent without delay, and have it settled soon, so that we may organize a new company that may be of still greater service to the public.

Under ordinary circumstances we would communicate with the company's Committee on Patents, but this time to avoid complaint,

we come straight to you. We know that you have the ability to allow nothing to stand in the way of immediate production of this commodity. We are greatly indebted to you for your previous cooperation.

Very truly yours,

REVIEW

Exercise 25:

The following sentences review many of the word signs used in preceding lessons.

1. It appears that we did not anticipate the benefits brought about by better business conditions.

2. Although I am absolutely sure that you may expect a generous contribution, it would be difficult to judge the amount.

3. It appears that we must plan the English course carefully if we do not wish to decrease the value of the subject.

4. We cannot bring an equal quantity of goods to both manufacturers, but we will see what the consultation will offer instead.

5. It is impossible for us to display your products immediately, but we will set a day for the event at the evening meeting of our Financial Committee.

6. It is clear that we cannot collect the amounts due on our deliveries if we delay again.

7. The stock market declined sharply, establishing a new low for the year.

8. My father and mother will join in helping to entertain the regular representatives of the party.

9. Every essential idea which followed the gentleman's reply favored practical justice.

10. Some time ago we outfitted our first house with a variety of original and high-priced furnishings.

11. I am glad to hear that the improved copy of my letter has not been rejected.

12. He set a guard at an important post and then hurried to receive the distinguished women.

13. We will hold a council meeting to judge the significance of the suggested negotiations.

14. We object to the judgement allowing work to continue with substituted laborers.

15. How could this ever have happened after we had arranged things so carefully?

16. I know that you have a good knowledge of liberal thought.

17. We are in receipt of your letter and we shall keep it on file until such time as we can manage to obtain the material you desire from our manufacturers.

18. It was kind of you to correspond with my mother while she was visiting foreign capitals.

19. I should like you to calculate the limit to which this principal may apply.

20. We are not at liberty to omit any of the people from the party whose qualifications otherwise satisfy the association.

21. The committee hopes that you will signify your appreciation.

22. Notwithstanding her resolution to do otherwise, she accompanied the attorney to the theatre.

23. We are pleased to learn of the manner in which you tried to transfer the other shipment while the weather added additional hazards.

24. It is natural that many more questions will be ready to be considered before we buy any more transportation stock.

25. Nevertheless, we will oblige by using his name as the principle sponsor in the forthcoming communications.

26. The next measure will never qualify with those special standards.

27. We have had only one opportunity to point out this curious condition.

28. We are quite anxious to accommodate you by going over the account which we owe.

29. The spirit in which you write signifies that the character you suggest will be attractive.

30. We feel responsible for several children who are speeding through the streets in a run-away carriage.

31. We understand that you seldom undertake to do the same work as others for a similar charge.

1. We understand that you desire to be placed in the position of a clerk in the office of the Secretary of the State.

2. We understand that you desire to be placed in the position of a clerk in the office of the Secretary of the State.

32. Upon unanimous consent of the associates of the corporation, we constructed various splendid organizations.

33. Our usual connections are efficient but beginning with the new year, we plan to accept extra assistance.

34. The statistics vary from the original estimates but ultimately we feel that they may be brought up to par.

35. The average woman does not avoid methods to keep young.

36. We are waiting for word from our attorneys before we withdraw our application.

37. I feel that the business yield of this year could be much worse when you consider world conditions today.

38. It is wrong to go to extremes.

39. He learned from experience that an excellent way to cut down expenses is to examine the quality of the merchandise as compared to the varying retail prices.

40. An example of the benefits derived from this transaction has not as yet been discovered inasmuch as the officers have not returned their findings.

41. The official whom we appointed yesterday will assist you in ascertaining the extent of the company's arrears.

42. There was no offense meant this afternoon, and we hope that you will forget the incident and extend your hand in confidence again.

43. Our good fortune has helped to forward these charities.

44. This theory is similar to the one they suggested, even though they themselves do not realize it.

45. We have a shortage of cheap commodities and we hope that you will specify exactly how much of your order can be changed.

46. If you have not obtained sufficient information may we refer you to our chief authorities on each of these subjects.

47. Will you be sure to thank the author whose share in the success of this endeavor has been thoroughly helpful and unselfish.

48. Whenever the witness thinks he is ready to appear we will be more than happy to effect a meeting.

49. Wherever you can, please take advantage of wholesale prices.

50. Who do you think could refuse the wonderful offer of free education?

51. From early results, we can announce with reasonable certainty, that our own candidate has more than an outside chance.

52. We wish to remind you that it is now up to you to remunerate us if you expect further orders.

53. I believe that I am not alone in differing with you on the employment problem.

54. Please send another ounce of radium to the General Hospital.

55. We are going along with a definite interest in your proposition.

56. In reading between the lines of the answer just received, I can tell you have a distinct leaning toward communism.

57. There will be serious consequences if you continue to belong to that organization.

58. Will you be kind enough to send more statistics than were enclosed in your last letter?

59. He described, without error, the finish of the race.

60. Hitherto, you gave us information in great detail and we hope you will not hesitate to do so now.

61. We instruct you to interest him in the wisdom of honest dealings.

62. We are issuing a warrant for his instant arrest.

63. In the letter he wrote, there was substantial evidence of your attorney's ability.

64. I am inclined to send the numerous profits straight to the members of the organization.

65. We are still willing to settle ordinary claims outside of court.

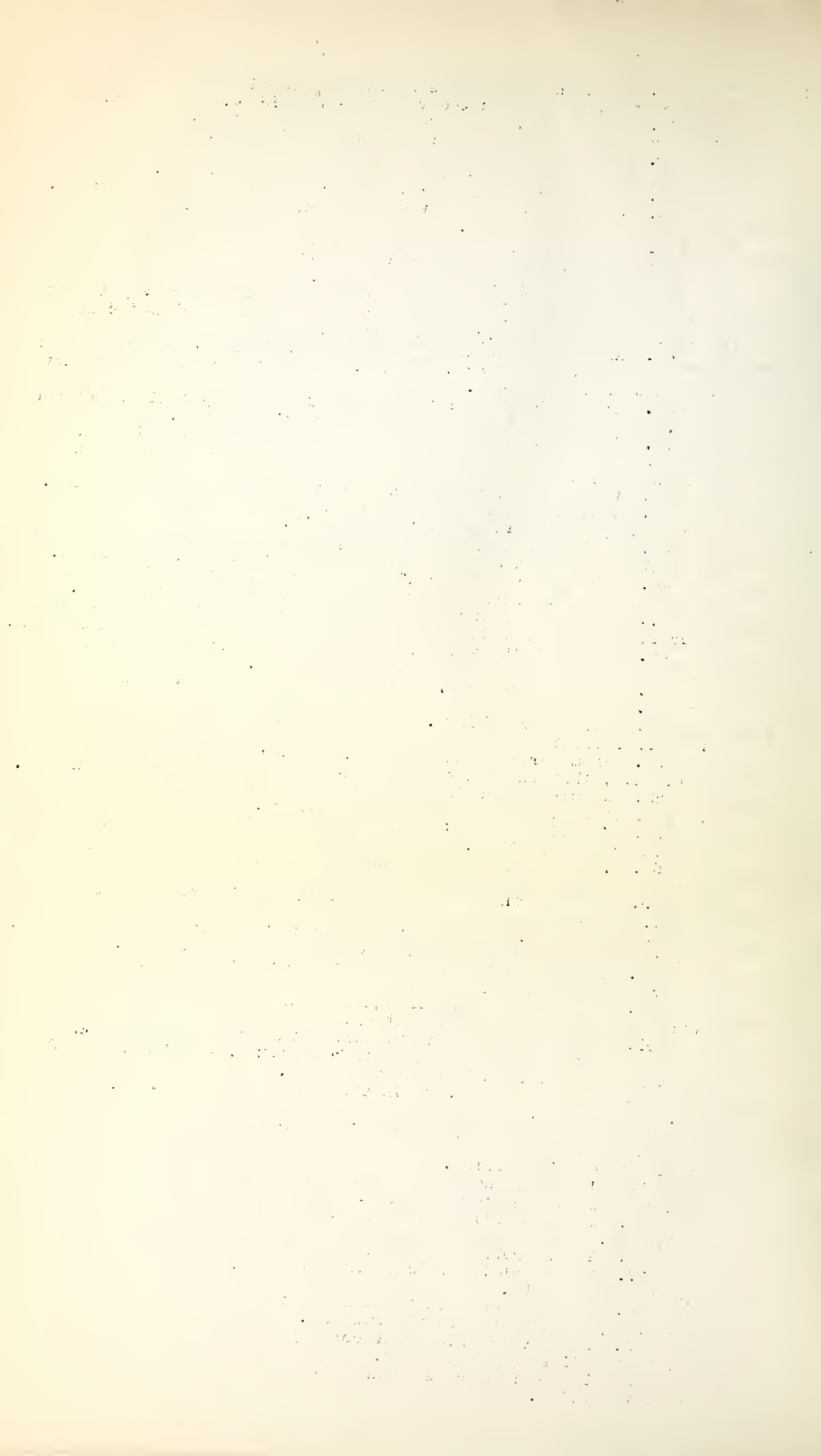
66. It is probable that nothing will be settled arbitrarily.

67. The complete article arrived last week and we have no complaint to make.

68. Will you come to the next meeting and attempt to explain your attitude on the subject.

69. When we organize this company we are sure that we will attract a different clientele.

70. This worthy cause cannot but be effective in developing better feeling.



PART IV
STANDARD BUSINESS PHRASES
Lesson 12

Many phrases used in business correspondence have become so standardized that they are easily recognizable. Hence, a simplified form is adopted to represent them.

Rule XV - The initial letters and contractions of all standard phrases are combined to represent the entire group of words.

Rule XVI - When two phrases have the same outline, but differ in meanings, use the first two letters of the word which shows the difference.

Example - Under same cover; under separate cover.
To be written - usac; usec

The following list may be used as a standard for other phrases common to business correspondence.

| | |
|---------------|-------------------------------|
| (in) (the)m | - in the market |
| alpd | - account long past due |
| h(the)d | - honor the draft |
| s(in)f | - settlement in full |
| cx | - current expenditures |
| (pl)guag | - please give us a quotation |
| (com)(with)yr | - complying with your request |
| ob(of)l | - Original bill of lading |
| ly(com) | - less your commission |
| zwz | - as well as |
| usac | - under same cover |
| usec | - under separate cover |
| (it)ip | - it is possible |
| (by)rp | - by return post |
| zqzp | - as quickly as possible |
| (at)(the)eo | - at the earliest opportunity |
| (at)(the) st | - at the same time |
| y(ar)r | - you are requested |
| (pl)am(th) | - please accept my thanks |
| (in)r(to)yl | - in reply to your letter |
| zsxp | - as soon as possible |

Exercise 26.

1. We are in the market for new equipment.
2. We wish to inform you, your account is long past due
3. As soon as you honor the draft, I will communicate with the bank.
4. When our accountant checks our current expenditures, we will be in a position to make a statement in full.
5. Please give us a quotation on your new product.
6. Place this order with our agent, and let us know by return post whether or not it can be delivered within the next two weeks.
7. Complying with your request, we are sending the price list under separate cover.
8. You are requested to obtain the original bill of lading on the material just received.
9. The defect to which you refer will be corrected at the earliest opportunity.
10. In reply to your letter of the first, please accept my thanks for your interest and cooperation.

VOCABULARY

| | | | |
|---------------|-------------------|--------------|---------------|
| ability | - 46(ble) | buy | - (by)(close) |
| absolute | - 46a | by | - (by)(close) |
| accept | - x | | |
| accommodate | - 46(com) | calculate | - 456k |
| accommodation | - 46(com) | can | - c |
| accompany | - 45(com) | cannot | - 456c |
| add | - (ed) | capital | - 46k |
| addition | - (ed) | capitol | - 46k |
| additional | - (ed) | careful | - 5c |
| address | - 456(ed) | cause | - c |
| advantage | - 46(ed) | certain | - 5z |
| affect | - 45(to) | change | - (ch) |
| after | - 5(of) | character | - 5(ch) |
| afternoon | - 5(of) | charge | - 456(ch) |
| afterward | - 5(of) | charity | - 46(ch) |
| again | - a | cheap | - 5(ch) |
| ago | - g | chief | - 45(ch) |
| all | - 456a | child | - (ch) |
| allow | - 456(ow) | circumstance | - 5c |
| alone | - 5(ea) | clear | - 45c |
| along | - 456(ea) | charge | - c |
| already | - 456(ow) | collect | - 46c |
| although | - 456a | come | - (com) |
| am | - a | committee | - (com) |
| an | - a | commodity | - 5(com) |
| and | - (and) | communicate | - 5(com) |
| announce | - 46(ou) | company | - 45(com) |
| announcement | - 46(ou) | complain | - 456(com) |
| another | - 45(ea) | complete | - 456(com) |
| answer | - 46(ea) | condition | - 5(con) |
| anticipate | - 5a | confide | - 46(with) |
| any | - (en) | confidence | - 46(with) |
| appear | - 45a | connect | - 456(with) |
| application | - 456(and) | consequence | - (con) |
| apply | - 456(and) | consider | - 45(con) |
| appoint | - 5(and) | construct | - 5(with) |
| appreciate | - 45(and) | consul | - 456c |
| arbitrary | - 46(ar) | contain | - 46(con) |
| arbitrate | - 46(ar) | continue | - 456(con) |
| are | - (ar) | contribute | - 45(with) |
| arrange | - 5(ar) | corporation | - 46(ing) |
| arrangement | - 5(ar) | correspond | - 5k |
| arrears | - 45(ar) | could | - 45c |
| arrival | - (ar) | council | - 456c |
| arrive | - (ar) | counsel | - 456c |
| article | - 456(ar) | course | - c |
| as | - z | curious | - q |
| ascertain | - 5z | | |
| assist | - 45z | day | - 5d |
| assistance | - 45z | decline | - 46d |
| associate | - 46z | decrease | - 45d |
| association | - 46z | definite | - 45(dis) |
| at | - (at) | delay | - 456d |
| attempt | - 5(at) | deliver | - 456d |
| attitude | - 456(at) | describe | - 5(dis) |
| attorney | - 46(at) | differ | - (dis) |
| attract | - 45(at) | difference | - (dis) |
| attractive | - 45(at) | different | - (dis) |
| author | - 46(th) | difficult | - d |
| authority | - 46(th) | display | - 5d |
| authorize | - 46(th) | distinct | - 46(dis) |
| average | - 46v | distinguish | - 456(dis) |
| avoid | - 45v | do | - d |
| | | due | - d |
| be | - (be) | | |
| been | - (to)(separated) | each | - (ch) |
| begin | - 46(be) | early | - (er) |
| beginning | - 46(be) | educate | - 5(ed) |
| belief | - 45(be) | education | - 5(ed) |
| believe | - 45(be) | effect | - 45(to) |
| belong | - 456(be) | effected | - 45(to) |
| below | - (be) | efficient | - 456(to) |
| benefit | - 45b | employ | - 46(en) |
| better | - b | employer | - 46(en) |
| between | - 5(be) | employment | - 46(en) |
| bring | - 5b | enclose | - 456(en) |
| brought | - 456b | endeavor | - 45(en) |
| business | - 46b | enough | - (en) |
| but | - b | entertain | - 5(en) |
| | | equal | - 46e |
| | | especially | - 5(ch) |

| | | | |
|-------------|-------------------|--------------|------------|
| essential | - e | idea | - 45i |
| establish | - 5e | ideal | - 45i |
| even | - 456e | if | - f |
| evening | - 456e | immediate | - i |
| event | - 45e | immediately | - i |
| ever | - 5e | import | - 5i |
| every | - e | important | - 5i |
| evidence | - 46e | impossible | - 46i |
| evident | - 46e | improve | - 456i |
| examine | - 45x | in | - (in) |
| example | - 456x | inasmuch as | - z |
| excellent | - 456x | incline | - 46(in) |
| except | - x | inside | - (in) |
| expect | - 46x | instant | - 5(in) |
| expense | - 46x | instantly | - 5(in) |
| experience | - 5x | instead | - 45(in) |
| extra | - 5x | instruct | - 45(in) |
| extreme | - 45x | interest | - 456(in) |
| eye | - i | is | - (his) |
| | | it | - x |
| farther | - 5f | join | - j |
| father | - 5f | judge | - 45j |
| favor | - 45f | judgement | - 45j |
| few | - (to)(separated) | just | - j |
| financial | - 456f | justice | - j |
| finish | - 46(to) | | |
| first | - f | keep | - 45k |
| follow | - 456f | kind | - k |
| for | - (for) | knew | - 456k |
| foreign | - 5(for) | know | - 5k |
| forfeit | - 456for | knowledge | - k |
| forget | - (for) | known | - 456k |
| form | - (for) | | |
| fort | - (for) | laud | - 5L |
| forthcoming | - 46(for) | learn | - 456L |
| fortunate | - 45(for) | least | - 45L |
| fortune | - 45(for) | letter | - L |
| from | - f | liberal | - 46L |
| furnish | - 46f | liberty | - 46L |
| further | - 5(to) | like | - L |
| | | limit | - 5L |
| gave | - 456(were) | lord | - 5L |
| general | - 46(were) | | |
| generally | - 46(were) | manage | - 5m |
| generosity | - 46g | manner | - 5m |
| generous | - 46g | manufacture | - 46m |
| gentleman | - 456g | many | - 456m |
| gentlemen | - 456g | material | - 456m |
| given | - 456(were) | may | - m |
| glad | - 45g | measure | - 45m |
| go | - g | merchandise | - m |
| God | - 5g | more | - m |
| good | - g | mother | - 5m |
| great | - 45(were) | much | - (ch) |
| guard | - 5g | | |
| had | - 456h | name | - 5n |
| hand | - (and) | natural | - 45n |
| happen | - 5h | necessary | - 5n |
| happy | - 456h | negotiate | - 46n |
| have | - h | never | - 456n |
| hear | - 5h | nevertheless | - 456n |
| help | - h | new | - 456k |
| her | - (er) | next | - n |
| here | - 5h | not | - n |
| herself | - (er) | nothing | - 456(ble) |
| hesitate | - 45(his) | now | - (ow) |
| high | - i | number | - (ble) |
| him | - (in) | numerous | - (ble) |
| his | - (his) | | |
| hitherto | - 456(his) | object | - 5j |
| hold | - 45h | oblige | - 46o |
| hole | - 456(wh) | obtain | - 46o |
| honest | - 46(his) | of | - (of) |
| honesty | - 46(his) | off | - (of) |
| honor | - 46(his) | offend | - 46(of) |
| hour | - 456(ou) | offense | - 46(of) |
| house | - 5(his) | offer | - (of) |
| how | - 5(ow) | office | - 45(of) |
| however, | - 5(ow) | officer | - 45(of) |
| hurry | - 46h | official | - 456(of) |

| | | | |
|---------------|------------|----------------|------------------|
| omit | - 456o | see | - c |
| on | - o | seldom | - 45s |
| one | - 5o | send | - (st) |
| only | - o | sent | - (st) |
| opportunity | - 5o | settle | - 456(st) |
| or | - (ing) | several | - 456s |
| order | - 5(ing) | shall | - (sh) |
| ordinary | - 45(ing) | share | - 45(sh) |
| ore | - (ing) | ship | - 456(sh) |
| organization | - 456(ing) | shipment | - 456(sh) |
| organize | - 456(ing) | short | - 5(sh) |
| origin | - (ing) | shortage | - 5(sh) |
| original | - (ing) | should | - 45(sh) |
| other | - 45o | significance | - 46s |
| otherwise | - 45o | signify | - 46s |
| ought | - 5(ou) | similar | - 456z |
| ounce | - 45(ou) | so | - s |
| our | - 456(ou) | some | - 5s |
| ourselves | - 456(ou) | special | - 5(gh) |
| out | - (ou) | specification | - 45(gh) |
| outside | - (ou) | specify | - 45(gh) |
| over | - 456o | speed | - (gh) |
| owe | - o | spirit | - 456s |
| own | - (ow) | splendid | - 456(gh) |
| | | sponsor | - 46(gh) |
| part | - 5p | standard | - 46(and) |
| participate | - 5p | statistics | - 45(st) |
| particular | - 5p | still | - (st) |
| party | - 5p | straight | - 5(st) |
| people | - p | street | - (st) |
| please | - 45p | strength | - 45(st) |
| pleasure | - 45p | subject | - 456j |
| point | - p | substance | - 46(st) |
| possible | - 5(ble) | substantial | - 46(st) |
| practice | - 46p | substitute | - 46(st) |
| practical | - 46p | such | - (sh) |
| price | - p | sufficient | - 46(sh) |
| principal | - 456p | suggest | - 5(were) |
| principle | - 456p | suggestion | - 5(were) |
| probable | - 45(ble) | sum | - 5s |
| | | sure | - (sh) |
| qualification | - 46q | telegram | - 45t |
| quality | - 456 q | telephone | - 456t |
| qualify | - 46q | than | - (th) |
| quantity | - 45q | thank | - (th) |
| question | - 5q | that | - t |
| quite | - q | the | - (the) |
| | | theatre | - 45(the) |
| rather | - r | their | - 456(the) |
| ready | - 456(ow) | them | - 46(the) |
| reality | - 5(ow) | themselves | - 46(the) |
| realize | - 5(ow) | then | - (the) |
| reason | - 45(ow) | theory | - 456(the) |
| receipt | - 45r | there | - 5(the) |
| receive | - 45r | therefore | - 5(the) |
| refer | - 5(er) | these | - 45(the) |
| reference | - 5(er) | they | - (the) |
| refuse | - 46(er) | think | - 45(th) |
| regular | - 456r | thorough | - 5(th) |
| regulate | - 456r | those | - 45(th) |
| reject | - 46j | though | - 456(th) |
| remind | - (ow) | thought | - 5(ou) |
| remit | - 46(ow) | through | - 5(th) |
| remittance | - 46(ow) | time | - 5t |
| remunerate | - 46(ow) | to | - (to)(close up) |
| remuneration | - 46(ow) | too | - (to)(close up) |
| reply | - 456(er) | transfer | - 5t |
| represent | - r | transport | - 46t |
| resolution | - 46r | transportation | - 46t |
| response | - 5r | try | - t |
| responsible | - 5r | two | - (to)(close up) |
| result | - 456(er) | | |
| retail | - 45(er) | ultimate | - 456u |
| return | - 45(er) | unanimous | - 45u |
| right | - 5r | under | - 5u |
| | | undertake | - 5u |
| saint | - (st) | understand | - 5u |
| same | - s | up | - u |
| satisfy | - 5s | upon | - 45u |
| sea | - c | | |

| | | | |
|-----------|-------------------|------------|-----------|
| us | - u | with | - (with) |
| use | - u | withdraw | - (with) |
| usual | - 46u | witness | - 46(wh) |
| usually | - 46u | woman | - 45(by) |
| | | women | - 45(by) |
| value | - 456v | wonder | - 45(wh) |
| variety | - 5v | wood | - 45w |
| various | - v | word | - 45w |
| vary | - v | work | - 5w |
| very | - v | world | - 456w |
| | | worth | - (were) |
| wait | - 5w | worse | - 456w |
| warrant | - 5(by) | worthy | - (were) |
| was | - (by)(separated) | would | - 45w |
| weather | - 45(ed) | write | - 5r |
| weight | - 5w | written | - 456(by) |
| were | - (were) | wrong | - 46w |
| what | - (ed) | wrote | - 456(by) |
| when | - (ed) | | |
| where | - 5(wh) | year | - 45y |
| wherever | - 5(wh) | yesterday | - 5y |
| whether | - 45(ed) | yet | - y |
| which | - (wh) | yield | - 46y |
| who | - (wh) | you | - y |
| whole | - 456(wh) | young | - 5y |
| wholesale | - 456(wh) | your | - 456y |
| whom | - (wh) | yourself | - 456y |
| whose | - 45(wh) | yourselves | - 456y |
| why | - y | | |
| width | - (with) | | |
| will | - w | | |
| willing | - w | | |
| wisdom | - 46(by) | | |

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